Shared Leave Cross Agency Donation

Transaction Code:
PA30

Purpose	Use this procedure to donate shared leave when the donor and the recipient work at different agencies.
Trigger	Perform this procedure when one employee is donating shared leave to another employee within a different agency.
Prerequisites	- Absence Quota balance exists for the donating employee. - If the donating employee would like to donate their Personal Holiday, it must be converted into an hourly amount first. - See the procedure **Personal Holiday Convert into Hours**. - Both employee's have eligibility established. - See the procedure **Shared Leave Establish Eligibility** procedure.
End User Roles	Payroll Processor, Leave Corrections Processor

Change History	Change Description
12/10/2009	Created
Menu Path	Human Resources → Personnel Management → Administration → HR Master Data → Maintain
Transaction Code	PA30

Helpful Hints	Payroll Processors and Leave Corrections Processors will use the **Attendance System Change Report** (ZHR_RPTTM084) to verify received, donated and returned quota balances.

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
Error	**Example**: Make an entry in all required fields. **Action**: Fix the problem(s) and then click (Enter) to validate and proceed.
Warning	**Example**: Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. **Action**: If an action is required, perform the action. Otherwise, click (Enter) to validate and proceed.
Confirmation or	**Example**: Save your entries. **Action**: Perform the required action to proceed.

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Procedure

Scenario:

An employee (the **donor**) would like to donate 25 hours of annual leave to another state worker who works in another agency (the **recipient)**.
Both the donor and the recipient have their eligibility established on their *Absence Pool (0696)*
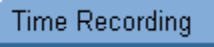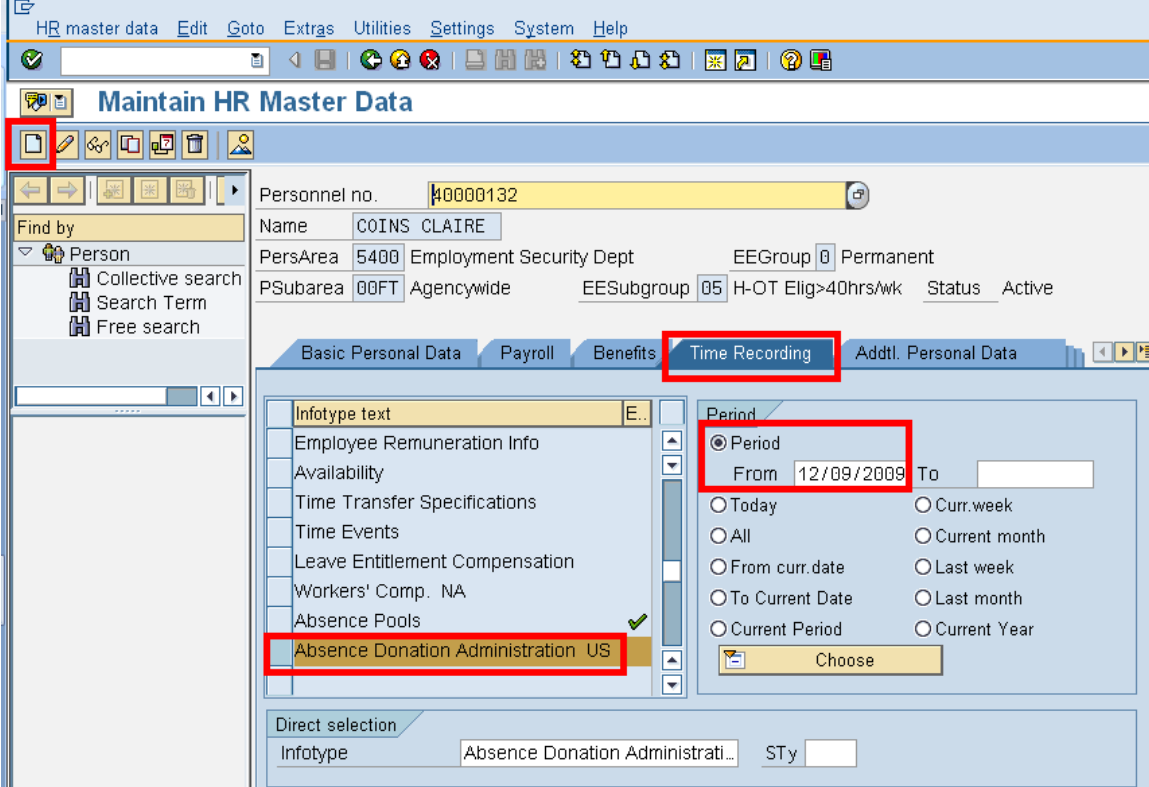Both the donor and the recipient have their **Based Rate** established

1. Start the transaction using the above menu path or transaction code **PA30**.

2. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel no	R	The employee's unique identifying number. Enter the **donor's** personnel number **Example**: 40000132

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Period	R	Enter the effective date of the donation into the From Date field. ![i] The date should be the start date that the **Recipient** was made eligible to receive Shared Leave. ![i] If a date is not entered on this screen, the system will not display the **donor's** current quota balance. ![i] By entering the effective date here, it will be carried over to the *Absence Donation Administration (0613)* Infotype **Example:** 12/9/2009

3. Click ![check] (Enter) to validate the information. Verify you have accessed the correct employee record.

4. Click the **Time Recording** tab to select.

5. Select the blue box to the left of **Absence Donation Administration US** to select

6.

7.   Click [ ] (Create) to donate leave to the RECIPIENT of shared leave. Select
      `0001 Donation/Return` from the pop up window

8.   Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Abs. quota type	R	It is a specific absence quota that is being donated by the **Donor**. ⚠ If an employee would like to donate their Personal Holiday, it must be converted into an hourly amount first. See the procedure *Personal Holiday Convert into Hours*. **Example:** Annual Leave
Number/Unit	R	Enter the number of hours that are being donated to the recipient. **Example:** 25
External Recipient	R	Check this box.

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Ext. Person	R	The **recipient**'s personnel number **Example:** 40000001
Absence Quota Type	R	This is a text field, type the quota type recipient is receiving: **Example: Shared Leave**

9. Click ✅ (Enter) to validate the information.

10. Click 💾 (Save) to save.

⚠️ HRMS will automatically create a *Time Quota Compensation (0416)* for the donor to reduce their quota balance by the donated amount.

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If your employee is the **recipient**, you will need to manually create a *Quota Correction (2013)* to increase the **recipients** Shared Leave Quota balance.
Use the Transaction code **PA30** to access the Maintain HR Master Data

11.   Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel Number	R	The employee's unique identifying number. Enter the **recipients** personnel number **Example**: 40000001
Period	R	Enter the effective date of the donation. **Example:** 12/9/2009

12. Click ⬜ (Create) to donate leave to the **RECIPIENT** of shared leave**.**

13. Select | 2   15   41   Shared Leave | from the pop up

14. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Quota Number	R	The actual hours being donated from the donor ⓘ You **must** first do a manual calculation to determine the amount of shared leave donated by the donor based on their hourly base rate. Follow the Office of Financial Management calculation. **Example**: 50
Increase generated entitlement	R	Verify this radio button is selected
Transfer	R	Quota transfer **Example:** Transfer collected entitlement immediately

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15. Click ![save icon] (**Save**) to save entries.

16. Run the **Time Evaluation** (ZT60) to transfer the donated time to the **recipient**

17. Enter **/NZT60** into the command field

18. Complete the following fields:

R=Required Entry	O=Optional Entry	C=Conditional Entry
Field Name	R/O/C	Description
Personnel Number	R	The employee's unique identifying number. ![info icon] Enter the **recipients** personnel number **Example**: 40000001

![HR WSD Personnel logo]

19. Click ⊕ (Execute) to generate the Time Evaluation

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ⓘ To verify the **Recipients** Shared Leave quota balance, access their **Absence Quotas (2006)**

20. Enter /**NPA20** into the command field:

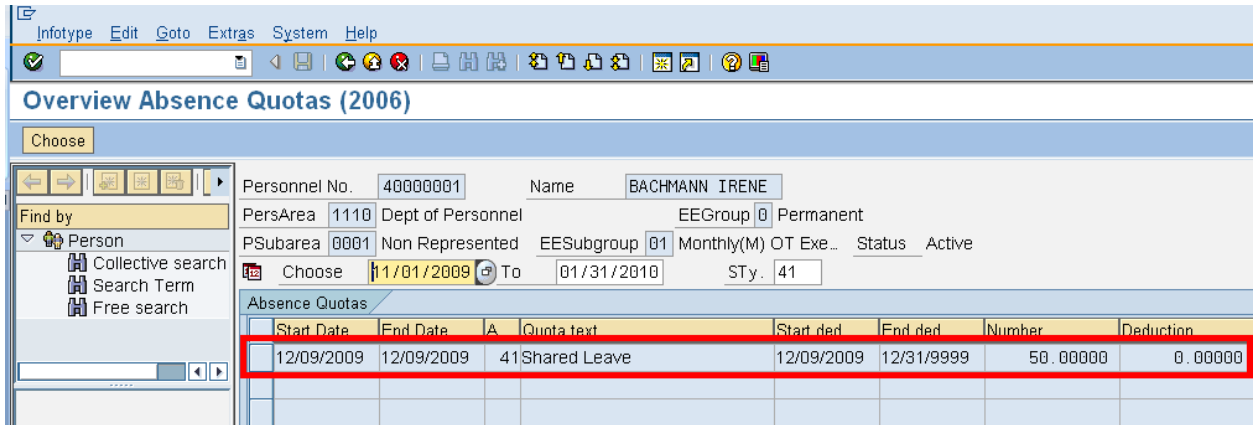| R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel Number	R	The employee's unique identifying number. ⓘ Enter the **recipients** personnel number **Example**: 40000001

15. Click the **Time Recording** tab to select.

16. Select the blue box to the left of **Absence Quotas** to select.

17. Select the **◉ All** to view all records created.

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18. Enter quota type STy 41 Shared Leave to narrow the search results.

19. Click ![overview icon] (overview) to display all records.

20. You have completed this transaction.

Results
You have donated shared leave from one employee to another within the different agencies.

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